

Email: Support@ccresourcesinc.org

Mail: 203 Hull Street, Ste. A, Richmond, VA 23224 or Fax: 804-754-2313

TWO DAYS NOTICE REQUIRED

SFSP FIELD TRIP NOTIFICATION

TO:	Pat Reddington, SFSP Coordinator
FROM:	Sponsor Name <u>Child Care Resources</u> Sponsor Representative's Name <u>Donald Goff</u> Agreement Number 5 ____ or 60130
SUBJECT:	FIELD TRIP NOTIFICATION -- SUMMER FOOD SERVICE PROGRAM
DATE:	

PLEASE REMEMBER

If one of your sites is planning a field trip that affects the time or location of the meal service, you must notify this office, in advance and in writing. If we are not notified prior to the field trip, meals served may be considered "consumed off-site" and not be reimbursed.

Sponsors must carefully ensure the **safety** and **quality** of the meals by using adequate storage equipment to transport them.

All the requirements that must be met at the regular feeding site must be met while on the field trip (e.g., health & sanitation, meal counts, etc.).

The following Summer Food Service Program site will be taking children on field trip(s) to the following locations on the dates indicated:

Site Name	Site Number
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FIELD TRIP #1	
Date of Field Trip	
Location/Destination of Field Trip	
Meal to be Served	<input type="checkbox"/> breakfast <input type="checkbox"/> lunch
Number of Children	